



Policy: 4642
Procedure: 4642.01
Chapter: Juvenile Detention

Effective: 01/14/08
Replaces: 4301.03/4330.05
Dated: 10/01/98 and
11/24/97

**Rule: Transportation of
Juveniles Detained in
County Facilities**

Purpose:

Parole Services shall provide juveniles, their families, and other agencies with emergency assistance and information, 24 hours a day, seven days a week. All juveniles detained on a warrant or for new charges by local law enforcement within Maricopa County, including those on parole from ADJC, shall be taken to the Maricopa County Juvenile Court Center (MCJCC), and will not be accepted directly at Arizona Department of Corrections (ADJC) secure facilities. ADJC parole violators arrested by the ADJC Warrant Unit shall be returned to secure care, under the rules of this procedure. ADJC juveniles in rural counties shall be housed in local county facilities prior to being transported to a secure facility.

Rules:

1. **ADJC Juveniles Confined at Maricopa County Juvenile Detention Facilities:**
 - a. **AFTER HOURS PAROLE SUPERVISOR'S** week shall begin every Monday at 8:00 a.m. and end the following Monday at 7:59 a.m. During the rotation period a laptop computer and a blackberry shall be rotated among the supervisors to ensure accurate and timely documentation and notification of after-hour incidents;
 - b. By 7:00 a.m. each day, the **AFTER HOURS PAROLE SUPERVISOR** shall:
 - i. Contact the Maricopa County Juvenile Court Center (MCJCC) detention facilities at Durango, **(602) 506-4285**, and the Southeast Facility (SEF), **(602) 506-2676**, and identify all ADJC juveniles arrested during the period of 5:00 p.m. the previous day to 7:30 a.m. that morning;
 - ii. Determine the status of each juvenile who is:
 - (1) Arrested on an ADJC warrant;
 - (2) Detained on an ADJC courtesy hold;
 - (3) Have new charges filed against him/her; or
 - (4) Detained pending a hearing.
 - iii. Notify AMS/BCS/Dispatch of juveniles requiring transportation back to the facility.
2. The **AFTER HOURS PAROLE SUPERVISOR** shall:
 - a. Complete Form [4642.01B](#) After Hours Incident Report; and
 - b. Ensure that each Parole office in Maricopa County is e-mailed an accurate report by 8:30 a.m. each working day during his/her rotation period:
 - i. The report shall be e-mailed to the following individuals:
 - (1) Community Corrections Division Director;
 - (2) Case Management/Parole Administrator;
 - (3) All Maricopa County Parole Supervisors;
 - (4) The respective Parole Officer; and
 - (5) Community Services personnel.
3. The **PAROLE SUPERVISOR OR DESIGNEE**, shall:
 - a. Review the Form [4642.01B](#) After Hours Incident Report by 8:30 a.m. each work day;
 - b. Arrange for the removal of all ADJC juveniles from MCJCC detention centers by 10:00 a.m. daily unless a juvenile is detained and pending a hearing at the Juvenile Court Center;
 - c. Ensure transportation has been arranged with the secure facility if the juvenile is returning to secure care;
 - d. Ensure the juvenile is removed from the detention facility by the Parole Officer if the juvenile is to be placed at home.

Procedure No. 4642.01 Transportation of Juveniles Detained in County Facilities

Page 2 of 5

- e. Ensure the **PAROLE OFFICER** arranges a cite-in with the Parole Supervisor within 24 hours of the juvenile's release from detention;
 - f. Ensure transportation has been arranged with the designated placement if the juvenile is to be placed at a residential program in the community; and
 - g. Contact MCJCC detention personnel and discuss the plan for the juvenile's removal from the facility if the juvenile will not be picked up by 10:00 a.m.
4. The **AFTER HOURS PAROLE SUPERVISOR** shall:
 - a. Telephone the MCJCC detention centers at Durango and SEF at 7:00 a.m. daily to determine that ADJC juveniles have had their hearings and have been detained;
 - b. Maintain active and timely communication with the Parole Supervisor or designee of the office where the juvenile has been assigned if an ADJC juvenile is pending release after his/her hearing:
 - i. During regular working hours the **PAROLE SUPERVISOR** shall ensure that the Parole Officer or designee has maintained contact with MCJCC detention personnel and that arrangements have been made to release the juvenile to ADJC custody within two hours of notification from the Court;
 - c. Ensure that within two hours of notification on weekends and holidays all ADJC juveniles who are not to be detained after their Court Hearings are removed from the detention facility.
5. **AMS COMMUNICATIONS CENTER/DISPATCH** shall:
 - a. Verify all ADJC juvenile warrants for MCJCC personnel from Durango and SEF;
 - b. If the assigned Parole Officer and Parole Supervisor are not available:
 - i. Notify the Community After Hours Parole Supervisor of the situation;
 - ii. Fax Form [4642.01A](#) 24 Hour Courtesy Hold Request as soon as possible to the MCJCC detention facilities during non-working hours (5 p.m. to 8 a.m. weekdays and 24 hours on weekends and holidays).
6. **Transportation of Maricopa County Court Detained Juveniles:**
 - a. The **ARRESTING OFFICER** shall detain a juvenile on conditional liberty (parole) status from ADJC at the Maricopa County's detention facility if a warrant for his/her arrest is in effect or if there is probable cause to believe the juvenile was involved in a criminal offense and presents a risk to the public or to him/herself;
 - b. The Maricopa County Juvenile Court Center will notify Adobe Mountain School (AMS) that a juvenile on parole has been detained and inquire whether the juvenile has a warrant for his/her arrest;
 - c. The **AMS DISPATCH OFFICER** shall:
 - i. Notify the assigned Parole Officer by telephone;
 - ii. Email the daily report to each parole office; and
 - iii. Contact the **AFTER HOURS PAROLE SUPERVISOR** if unable to contact the Parole Officer on weekends or holidays.
 - d. Upon notification, the assigned **PAROLE OFFICER OR SUPERVISOR** shall contact the Maricopa County Juvenile Court Center for information regarding the juvenile's detention.
7. **PAROLE OFFICERS** shall review each juvenile's specific circumstances before changing/endorsing the Continuous Case Plan (CCP). **THEY** may determine that:
 - a. **JUVENILES** detained for new charges shall await a hearing at the Juvenile Court Center:
 - i. **JUVENILES** may be transferred to adult court and be discharged when court proceedings are completed and sentenced from ADJC supervision;
 - ii. **JUVENILES** may await juvenile court hearing and be re-awarded to ADJC for further treatment.
8. The **PAROLE OFFICER AND THE PAROLE SUPERVISOR** shall review all juveniles detained on an ADJC warrant. Upon notification, the assigned **PAROLE OFFICER** shall:
 - a. Contact the Maricopa County Juvenile Court Center for information regarding the juvenile's detention; and

Procedure No. 4642.01 Transportation of Juveniles Detained in County Facilities

Page 3 of 5

- b. If charges are dropped, and in consultation with the Parole Supervisor, determine whether to detain the juvenile at AMS or BCS to await a parole revocation hearing or return the juvenile to the community.

9. **ADJC Transportation Regulations for Maricopa County:**

- a. **TRANSPORTATION SECURITY PERSONNEL** shall transport juveniles from the Juvenile Court Center;
- b. The assigned **PAROLE OFFICER** shall pick up juveniles returning to community programming;
- c. Upon notification by the Parole Supervisor that juveniles returning to a secure facility from detention are ready for pick-up, the secure facility's **TRANSPORTATION SECURITY OFFICER** shall:
 - i. Pick up the juveniles from the appropriate Maricopa County Detention facility in a timely manner, Monday through Sunday, or by the following day if notified after scheduled hours;
 - ii. Pick up the juveniles from rural counties in coordination with the rural Parole Supervisor within a reasonable timeframe;
 - iii. Transport the juveniles in full restraints;
 - iv. Maintain 1:1 ratio of juvenile to officer and 2:2 or more ratio of juveniles to officers during transport; or
 - v. Request a 2:1 ratio of juvenile to officer in the event the officer receives information the juvenile displays aggressive behavior.
- d. **ADJC PERSONNEL** may fax Form [4642.01A](#) 24 Hour Courtesy Hold Request to the respective detention facility (Maricopa County Juvenile Court Center or Southeast Facility fax number 602.506.2546; MCJCC Durango Facility fax number: 602.506.4032). Each request shall contain the following information:
 - i. The name of the respective juvenile;
 - ii. The date and time the juvenile will be picked up by AMS Transportation;
 - iii. The name of the employee requesting the courtesy hold; and
 - iv. The reason for delayed pickup.

10. **ADJC Transportation Regulations for Rural Counties:**

- a. Upon notification by the county detention facility that juveniles have been detained the **PAROLE OFFICER** shall:
 - i. Notify his/her Parole Supervisor. The **PAROLE SUPERVISOR** shall notify transportation to make arrangements for pick-up, if necessary.
- b. When receiving notification by the county detention facility that juveniles returning to a secure facility are ready for pick-up, the secure facility's **TRANSPORTATION SECURITY OFFICER** shall:
 - i. Pick up the juveniles from rural counties in coordination with the rural Parole Supervisor within a reasonable timeframe;
 - ii. Transport the juveniles in full restraints; and
 - iii. Maintain 1:1 ratio of juvenile to officer and 2:2 or more ratio of juveniles to officers during transport, or
 - iv. Request a 2:1 ratio of juvenile to officer in the event the officer receives information the juvenile displays aggressive behavior.

11. **ADJC Transportation For Parole Violators from Pima County going back for Court Hearings:**

- a. The **COMMUNITY CORRECTIONS DESIGNEE** shall notify Catalina Mountain School upon learning there is a juvenile to be transported to them that day. In the event that the ADJC Parole Officer is not available to attend the hearing occurring on a weekday, the **ON CALL ADMINISTRATOR** shall:
 - i. Notify CMS Dispatch Control of the transport:
 - (1) The **PIMA COUNTY JUVENILE COURT CENTER (PCJCC) PROBATION OFFICER** shall notify his/her detention control personnel and the need to transport the juvenile from PCJCC to CMS after the detention hearing.
- b. In the event the ADJC Parole Officer is not available to attend the hearing occurring on weekends and holidays, the **ON CALL ADMINISTRATOR** shall:

Procedure No. 4642.01 Transportation of Juveniles Detained in County Facilities

Page 4 of 5

- i. Notify PCJCC detention control personnel of the transport;
 - ii. Notify CMS Dispatch Control of the transport and the need to transport the juvenile from PCJCC to CMS.
 - c. At the time of arrival, **PCJCC TRANSPORTATION** will give CMS personnel copies of:
 - i. The juvenile's behavioral reports; and
 - ii. Medical assessments.
 - d. Prior to arrival at CMS the **PAROLE OFFICER** shall:
 - i. Complete a citation/warrant;
 - ii. Send it to CMS, Juvenile Ombuds, and Due Process; and
 - iii. Notify the CMS head of Security or designee of the juvenile's pending court date.
- 12. **ADJC Transportation for Parole Violators from Pima County who have their Parole Revoked:**
 - a. **CMS** shall:
 - i. Provide overnight housing for juveniles with scheduled Wednesday hearings;
 - ii. Notify ADJC transportation to transport the juvenile back to CMS the day prior to the hearing no later than one week before Tuesday/Thursday transport;
 - iii. The **PCJCC TRANSPORTATION** supervisor will contact the CMS Lieutenant or designee to verify the number and names of juveniles to be transported to court.
 - iv. **PCJCC TRANSPORTATION** will:
 - (1) Pick up at CMS all juveniles scheduled for hearings on Wednesday. CMS will provide information on any significant behavioral or medical issues; and
 - (2) Return the juvenile back to CMS upon completion of the court hearings, unless the juvenile is transferred to adult court.
 - v. **ADJC TRANSPORTATION** shall transport back all juveniles from court who are not assigned to CMS to their assigned facility on Thursday or the next scheduled transportation day.
- 13. The **TRANSPORTATION SECURITY OFFICER** shall comply with the following requirements when transporting a juvenile from a detaining facility:
 - a. Advise Dispatch Control in person, radio, or phone of the destination and the name of the returning juvenile;
 - b. Contact the detaining facility to ensure:
 - i. The juvenile is ready to be picked up; and
 - ii. All paperwork is ready for return with the juvenile.
 - c. Prior to transport, ensure the basic needs of the juvenile, i.e. water, food, and restroom break have been met;
 - d. When transporting a juvenile ensure there is a supply of water/cups in the vehicle for long transports and emergency situations, i.e. vehicle break down during the summer;
 - e. Search the juvenile, apply appropriate restraints, place juvenile in the vehicle, and secure with seat belts;
 - f. Maintain periodic contact with Dispatch Control during transport;
 - g. Continually monitor the juvenile for security, health, and welfare checks;
 - h. Address emergency needs during transport in a safe and timely manner for both the juvenile(s) and the officers;
 - i. Advise Dispatch Control of arrival at its facility; and
 - j. Accompany the juvenile to the Security Intake Officer for intake assessment. The **SECURITY INTAKE OFFICER** shall:
 - i. Remove all valuable property including money from the juvenile and deposit in the safe storage or the money lockers, as appropriate; and
 - ii. Ensure the juvenile is observed by medical and psychiatric personnel.
- 14. **Airport Pickup of Parole Violator(s):**
 - a. An ADJC juvenile detained out-of-state may be returned to Arizona for violating conditions of parole. The **TRANSPORTATION SECURITY OFFICER AND/OR INTERSTATE COMPACT**

PERSONNEL shall comply with the following requirements when making an airport pickup of a juvenile on this status:

- i. Maintain periodic contact with Dispatch Control;
- ii. Arrive at the airport at least 30 minutes prior to the scheduled flight arrival time. Park in the designated area;
- iii. Contact airport police or ADJC designated personnel advising of location and order of business;
- iv. Prior to transport, ensure the basic needs of the juvenile, i.e. water, food, and restroom break have been met;
- v. When transporting a juvenile ensure there is supply of water/cups in the vehicle for long transports and emergency situations, i.e. vehicle break down during the summer;
- vi. Place juvenile in full restraints;
- vii. Perform a pat-search;
- viii. Place juvenile in the car and secure with seat belts;
- ix. Continually monitor the juvenile for security, health, and welfare checks;
- x. Address emergency needs during transport in a safe and timely manner for both the juvenile(s) and the officers;
- xi. Maintain visual contact at all times to ensure safety and accountability;
- xii. Advise Dispatch Control when you are in route and when returning to the facility; and
- xiii. Accompany juvenile to Security Intake.

15. **ADJC Warrant Unit Arrest/Transportation For State Wide Parole Violators Taken Back To ADJC Secure Care Facility:**

- a. The **WARRANT OFFICER** shall comply with the following requirements when transporting a parole violator from the community back to an ADJC Secure Care facility:
 - i. Place juvenile in full restraints;
 - ii. Perform a pat-search;
 - iii. Place juvenile in the car and secure with seat belts;
 - iv. Contact the secure care administrator for clearance, and available bed space for the returning parole violator;
 - v. Continually monitor the juvenile for security, health, and welfare checks;
 - vi. Maintain visual contact at all times to ensure safety and accountability;
 - vii. Address emergency needs during transport in a safe and timely manner for both the juvenile(s) and the officers;
 - viii. Accompany juvenile to Security Intake, and wait until the juvenile is medically cleared before leaving the facility.
- b. If the juvenile is apparently injured and/or under the influence of drugs and/or alcohol transport the juvenile to the local juvenile detention center.

Signature/Date

1/4/08

Approved by Process Owner


Arthur Wilkerson, Director of Community Corrections
Division

Effective Date

1/14/08

Approved by


Michael D. Branham, Director